

**CITY COUNCIL AGENDA MEMORANDUM****SUBJECT:**

Resolution No. \_\_\_\_\_ authorizing execution of a professional services contract for the Downtown Transportation Plan Update to DKS Associates, in an amount not to exceed \$300,000.

**FISCAL IMPACT:**

Awarding this professional services contract will obligate the City to an amount up to \$300,000 for the Downtown Transportation Plan Update. This amount is fully funded through the Downtown Transportation Plan Update (CIP Plan No. PW-R-165), approved through Budget One Proposal Number 130.05A2.

**STAFF CONTACT:**

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Kevin O'Neill, AICP, Assistant Director, Long Range Planning, 452-4064

Kevin McDonald, AICP, Senior Planner, 452-4558

*Transportation Department*

**POLICY CONSIDERATION:**

As noted during a management brief at the June 6 City Council meeting, this project will update the transportation section of the Downtown Subarea Plan. That plan, developed through the Downtown Implementation Plan process and adopted as a comprehensive plan amendment in 2004, should be updated at this time to extend the planning horizon to 2030. The plan update will also consider and incorporate changes in existing and projected Downtown population and employment, the addition of RapidRide bus rapid transit service, East Link light rail service, tolling on SR 520, and the effects of other local and regional land use and transportation plans and projects that were not assumed in the current plan. Consistent with the Downtown Subarea Plan, the Downtown Transportation Plan Update will incorporate a multimodal approach to address the challenges of getting around in Downtown Bellevue in 2030.

The Transportation Commission will be the advisory body for this work. Staff will prepare a draft set of project guiding principles for Council consideration and approval during the early Fall. At the end of the project the Commission will transmit a final report to the City Council with recommendations for Downtown transportation projects and policies. As directed by the City Council at the June 6 meeting, there will be a broad and robust public involvement process as part of the plan update, which will also begin this fall.

**BACKGROUND:**

A Request for Proposals for professional services was issued on May 10, 2011. A pre-submittal conference was held approximately two weeks prior to the submittal deadline to provide an opportunity for consultants to ask questions of staff. Four firms submitted proposals:

- DKS Associates
- DN Traffic Consultants
- Fehr & Peers
- Parametrix.

Staff used the criteria listed below to independently review and evaluate the proposals:

- Understanding of project context, scope and client needs
- Qualifications, experience and expertise of the project manager and other key personnel
- Ideas offered to address critical issues, opportunities, and challenges
- Relevance of experience and of the selected project examples
- Proposed allocation of budget resources and timing of tasks and deliverables
- Overall quality, clarity, responsiveness and completeness of the submittal.

Each of the four firms that submitted a proposal was invited for an interview. Interviews were conducted the week of June 20, 2011. Staff from the Transportation and Planning & Community Development Departments served on the consultant selection team and the interview panel. Based on the content and quality of the firm's presentation and their responses to questions during the interview, plus the materials provided in their written proposal, staff selected DKS Associates as the preferred consultant for this project. DKS Associates, whose local office is in Seattle, and the assembled team of sub-consultants possess the combination of skills and experience to best accomplish the update to the Downtown Transportation Plan in accordance with the provisions of the scope of work and within the established time frame and budget.

**EFFECTIVE DATE:**

If approved, this Resolution becomes effective immediately upon Council adoption.

**OPTIONS:**

1. Approve Resolution No. \_\_\_\_\_ authorizing execution of a professional services contract for the Downtown Transportation Plan Update to DKS Associates, in an amount not to exceed \$300,000.
2. Do not approve the Resolution and provide alternative direction to staff.

**RECOMMENDATION:**

Approve Resolution No. \_\_\_\_\_ authorizing execution of a professional services contract for the Downtown Transportation Plan Update to DKS Associates, in an amount not to exceed \$300,000.

**MOTION:**

Move to approve Resolution No. \_\_\_\_\_ authorizing execution of a professional services contract for the Downtown Transportation Plan Update to DKS Associates, in an amount not to exceed \$300,000.

**ATTACHMENTS:**

CIP Project Description

Resolution No. \_\_\_\_\_

**AVAILABLE IN COUNCIL OFFICE:**

Contract

Scope of Work